



## SUMNER COUNTY GOVERNMENT OUTSIDE AGENCY FUNDING REQUEST

The instructions detailed below are for any outside agency that is requesting funding assistance from Sumner County. The requesting agency must comply with all instructions in this application in order for the funding request to be considered by the Sumner County Board of Commissioners in the upcoming fiscal year budget. Upon completing the "Application for Funds," a statement must be signed by the person submitting the application to certify the accuracy of the information submitted and to agree to allow Sumner County, at any time, to review the organization's books and records upon request. ***A representative from the requesting agency must be available to appear at a Commission Committee meeting to discuss the funding application, if requested by the Sumner County Board of Commissioners.***

**All requests, with required documentation, must be received by the Finance Department no later than 4 p.m., March 1, 2017.**

Once the annual budget is approved by the Sumner County Commission, a notice of all approved non-profit appropriations will be placed in the county newspaper. Thirty days after publication, a request for one half (1/2) of the annual appropriation amount may be submitted to the Finance Department. The second half of the appropriation may be requested after January 1; all appropriations must be requested no later than June 15 of the fiscal year for which it was approved. ***If the requesting agency is a first-time applicant, the funding request must be limited to \$2,500.*** Before any payments can be made, as required by state statute, someone within the organization must "file with the county clerk a copy of an annual report of its business affairs and transactions, which includes, but is not limited to, a copy of an annual audit, a description of the program that serves the residents of the county, and the proposed use of the county assistance...Any nonprofit organization that desires such financial assistance may file, in lieu of the annual audit, an annual report detailing all receipts and expenditures...Such report shall be prepared and certified by the chief financial officer of such nonprofit organization."

### **AUTHORIZED ORGANIZATIONS**

Sumner County is authorized by state statute to provide funds to two types of outside agencies: non-profit charitable organizations and non-profit civic organizations.

"A nonprofit charitable organization is one in which no part of the net earnings inures or may lawfully inure to the benefit of any private shareholder or individual and that provides services benefiting the general welfare of the residents of the county." The county's legislative body has determined that any such services must be provided year round in order for an organization to qualify for an appropriation.

A non-profit civic organization is defined as a civic organization exempt from taxation pursuant to Section 501(c)(4) of the IRS code. A non-profit civic organization must operate "primarily in the county for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the county by promoting industry, trade, commerce, tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational and agricultural enterprises to locate in or remain in the county."

**If the organization does not fit into one of these two category types, that organization is not statutorily eligible to receive county funds.**

**THE FOLLOWING ITEMS MUST BE SUBMITTED BY NON-PROFIT CHARITABLE ORGANIZATIONS OR NON-PROFIT CIVIC ORGANIZATIONS**

1. A completed application (pages 3-8 of this document).
2. A copy of the organization's most recent financial statement(s), including a balance sheet, a summary of operations, and an audit if available (indicate basis of accounting). If audited financial statements are not available, the un-audited financial statements must be certified by the organization's chief financial officer.
3. A copy of the IRS letter recognizing the organization as a non-profit organization, or a copy of the state solicitation letter for the organization.
4. The organization's budget and actual financial information in the format requested below.
5. Any additional explanations for which there is not have sufficient space on the "Application for Funds" form.

The records that are submitted to Sumner County to provide information regarding the organization's funding request will be open for public inspection.

**FINANCIAL INFORMATION REQUESTED FROM CALENDAR YEAR AGENCIES**

1. The following items must be provided:
  - a. Budgeted revenues and expenses for the prior calendar year
  - b. Actual revenues and expenses for the prior calendar year
  - c. Budgeted revenues and expenses for the current yearExample: A request due to Sumner County on March 1, 2017 will need:
  - a) 2016 budget, b) 2016 actual amounts, and c) 2017 budget.
2. When listing sources of funds, a detailed breakdown must be given. Categorize funding from city, county, grants, program fees, private donations, etc. separately.
3. When listing uses of funds, a detailed breakdown must be given. Item descriptions must provide adequate information to demonstrate the intended use of funds.
4. If the organization pays salaries, a salary schedule must be included that details job titles, names, and amounts paid. This information is to be presented for the periods as listed above.
5. Beginning cash balances should be disclosed for both years identified in Item 1 above.

**FINANCIAL INFORMATION REQUESTED FROM FISCAL YEAR AGENCIES**

1. The following items must be provided:
  - a. Budgeted revenues and expenses for the current fiscal year
  - b. Actual revenues and expenses for the current fiscal year (estimate, if possible, for incomplete months)
  - c. Budgeted revenues and expenses for the upcoming fiscal yearExample: A request due to Sumner County on March 1, 2017 from an organization with a fiscal year-end of June 30, 2017 will need: a) budget figures from 7/1/2016 through 6/30/2017; b) actual figures from 7/1/2016 through 6/30/2017, including estimates when possible for March-June 2017; and c) budget figures for 7/1/2017 through 6/30/2018.
2. The information requested in items 2 through 5 under calendar year agencies is also needed for fiscal year agencies.

If the organization serves a multi-county area, the submitted records should reflect Sumner County revenues and expenses separately from other counties.

# SUMNER COUNTY GOVERNMENT OUTSIDE AGENCY FUNDING REQUEST APPLICATION

Fiscal Year 2017-2018

## GENERAL INFORMATION

Legal name of organization applying: \_\_\_\_\_  
*(Should be same as on IRS determination letter and as supplied on IRS Form 990)*

Executive Director: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Primary Contact	Alternate Contact
Name: _____	Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Address *(principal/administrative office)*: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
*(include area code)* *(include area code)*

Number of Paid Staff Members: Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

List of current Board of Directors and Officers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any previous support from Sumner County in the last 3 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many people are served by the organization? \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

County Resident Percentage: \_\_\_\_\_ City Resident Percentage \_\_\_\_\_

**BUDGET INFORMATION**

Current Annual Operating Budget: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

If this request reflects an increase in support amount from previous year, please explain:

\_\_\_\_\_

\_\_\_\_\_

Does organization operate on a calendar year or fiscal year (if fiscal year, give beginning/ending months): \_\_\_\_\_

Does the organization’s volunteer board approve the annual budget and review regular financial reports?     Yes     No

If no, explain.

\_\_\_\_\_

Purpose for Funds Requested:     Project     General Budget

If funding request is for a specific project, please complete *Appendix A* attached to this form.

A. Expenses: Include the total amount for each of the following budget categories. If a budget category does not apply to your organization, disregard that category:

	<b>Amount Requested From Sumner County</b>	<b>Total Budget Expenses</b>
<b>Salaries</b>	\$ _____	\$ _____
<b>Consultants/Professional Fees</b>	\$ _____	\$ _____
<b>Insurance</b>	\$ _____	\$ _____
<b>Supplies</b>	\$ _____	\$ _____
<b>Equipment</b>	\$ _____	\$ _____
<b>Rent</b>	\$ _____	\$ _____
<b>Utilities</b>	\$ _____	\$ _____
<b>Maintenance</b>	\$ _____	\$ _____
<b>Marketing</b>	\$ _____	\$ _____
<b>Other (specify)</b>	\$ _____	\$ _____
	<i>Total Amount Requested:</i> \$ _____	<i>Total Budget Expenses:</i> \$ _____

Audit Information: Is your organization audited annually?     Yes     No

If yes, please attach the organization’s audit reports from the preceding two (2) years to this application.

Additional Income Sources: List amount of funds requested and received from other income sources below. List income source, amount requested, and amount received. If needed, please attach a separate sheet of paper listing all income sources, the amounts requested, and the amounts received.

<b>Additional Income Sources</b>				
<b>Income Sources</b>	<b>Amount Requested</b>	<b>Amount Received</b>	<b>Percentage of Total Project Budget</b>	<b>Percentage of Total Organizational Budget</b>
City Government Grants				
State Government Grants				
Federal Government Grants				
Foundation Grants				
Corporate Grants				
Other Organizational Grants				
Individual Contributions				
Earned Income				
Interest Income				
In-Kind Support				
Other Income				
Other Grants				

Other comments:

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I hereby certify, to the best of my knowledge and belief, that the information submitted with this request is accurate and that the attached budget was approved by our governing board on \_\_\_\_\_ . The board also agrees to allow Sumner County officials to review the books and records of this agency should they so desire. I further certify that the nonprofit organization will file with the Sumner County Clerk a copy of an annual report of its business affairs and transactions, which includes, but is not limited to, a copy of an annual audit, a description of the program that serves the residents of the county, and the proposed use of the county assistance. If the organization is not audited, in lieu of the annual audit, an annual report detailing all receipts and expenditures prepared and certified by the Chief Financial Officer of such nonprofit organization will be provided.

Undersigned is authorized to sign and bind the organization.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Please contact Beth Browning at (615) 451-6048 or Jessica Allison at (615) 451-6033 if you have questions related to this application. **Return this form, with required documentation, to the Finance Department no later than 4:00 p.m., March 1, 2017.**

SUMNER COUNTY FINANCE DEPARTMENT  
ATTN: JESSICA ALLISON  
355 NORTH BELVEDERE DRIVE  
ROOM 302  
GALLATIN, TN 37066

## PROJECT INFORMATION

### Appendix A

If your funding request is for a specific project or program, please provide the additional information requested below.

#### PREVIOUS PROGRAM/PROJECT INFORMATION

1. Has your organization received previous funding from Sumner County for a project or program?     Yes     No
2. If yes, please describe the project or program:

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<b>Summary of Program, Project, or Service</b> <i>(Attach additional information if necessary)</i>		
<b>Summary of Objectives Achieved</b>	<b>Number of Community Members Impacted</b>	<b>Measured Outcomes of Program/Project/Service</b>

**CURRENT PROGRAM/PROJECT FUNDING REQUEST**

Please describe the current project or program for which funds are being requested:

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How many people will be served by the program or project? \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

If applicable, fill in program or project objectives below.

<b>Program/Project Name:</b> _____	<b>Program/Project Time Frame:</b> _____	
<b>Projected Outcomes (<i>What is the program or project's effect on community during or after the program or project?</i>)</b>	<b>Short-Term Outcomes</b>	<b>Long-Term Outcomes</b>